



JOB ADVERTISEMENT

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Approved by
Inspector of Labour



Job Title:	Senior Finance Officer
Location:	Juba with Support to all field locations
Reports to:	Assistant Finance Controller
Posting Date	20 th January 2023
Closing Date	8 th February 2023

Background

GOAL has had a presence in South Sudan since 1985 and is currently running health, nutrition, WASH and livelihoods programmes across three states and one administrative area. GOAL is currently directly implementing programmes in Central Equatoria (Kajo-Keji county), Upper Nile (Ulang, Nassir and Renk counties), in Warrap state (Twic county), and in Abyei Administrative Area. GOAL also works in consortia and partnerships with other national and international agencies to expand our reach and impact. GOAL is committed to the localization agenda and all interventions are carried out in coordination with the relevant local authorities and line ministries. The GOAL programme is a mix of humanitarian emergency response and longer-term development strategies.

Current donors include Irish Aid, ECHO, USAID, SSHF/UNOCHA, Bank of Ireland, Electric Aid, and UN agencies; WFP, WHO and UNICEF.

Job purpose:

The senior Finance officer Finance will be responsible for supporting to ensure effective systems are implemented that facilitate effective financial transactions, recording, posting and timely reporting to management, government, and donors.

Main Responsibilities

Furthermore, the senior finance officer is responsible to support and deliver quality month-end reports and ensuring all cash books are well reviewed before posting to sage.

Duties and responsibilities

- Review filed and Juba cash book and import into sage.
- Assist AFC in the timely and accurate closure of end of month accounts and journal preparations.
- Preparation of Bank and cash reconciliations
- In charge of fund request from the field and preparation of any related document to be sent to HQ
- Check cash balance and proactively request cash deliver both for Juba and file office based on the cash level of each office to avoid holding excessive cash.
- Help in preparation and rolling out monthly BMTs to budget holders.
- Review monthly payrolls for national and relocatable staff
- Participate in external and internal audit preparation and query response process
- Preparation of monthly tax payment and follow-up and ensure there is not any outstanding payment each month.
- Ensure that the audit control files are up to date.
- Ensure all floats across all offices are current and reconciled to the sage balance.
- Assist AFC in in preparation of the monthly supplementary schedule.
- Make regular site visits to support and give capacity building training to filed staff where need is there.
- Work always in a manner that promotes teamwork within GOAL and assist in the achievement of GOAL's programme objective.
- Other duties as assigned from time to time to support delivery of organisational activities

Requirements (Person Specification)

Essential

- Degree in Accounting and Finance with a minimum of 5 years' experience.

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- At least Level II CPA(K) and CPA(U).
- Practical experience in accounts management and reporting at least for 2 years.

Desirable

- Working in an INGO/NNGO environment is desirable.
- Ability to work in a fast-paced work environment.
- Advanced level of MS excels spread sheet processing is mandatory.
- Good communicator
- Ability to quickly adapt new technologies and systems and implement properly
- Good teamwork player
- Previous experience of application of sage accounting software
- Excellent Witten and spoken English.
- Analytical and Sensitive to deadlines and quality



General Terms and Conditions

- GOAL has a suite of integrity policies which have been developed to ensure the maximum protection of programme participants, children, vulnerable people and staff from exploitation. Any candidate offered a job with GOAL will be expected to adhere to these policies and employee obligations. Job offers may be subject to police clearance.
- This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.
- GOAL is an equal opportunities employer.

Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background, gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality. GOAL supports staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

Suitably qualified female candidates are strongly encouraged to apply

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behavior of a GOAL staff or partner.

HOW TO APPLY

Interested Persons who meet the qualifications, experience and skills are invited to apply online through goaljobs@ss.goal.ie, online attachments must not exceed 5MBs. Hard copies of applications can be delivered at GOAL Office located along Kololo Road, Juba Nabari Residential Area

Note ONLY shortlisted Candidates who Meet the qualification criteria shall be contacted.



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